



IAP World Services, Inc. LLNL-MVP
7000 East Avenue, L-505
Livermore, CA 94550
(925) 960-0369

To Whom It May Concern:

Our employee has informed us that they have been selected to serve on a Jury. In order for IAP World Services to compensate for this time off, we must have documentation of hours spent during jury duty/jury selection. Please provide the following information.

Note: If the employee was not selected to serve on the jury, the receipt from the court will suffice in lieu of this form.

If you have any questions please feel free to contact (925) 960-0369

Sincerely,

IAP World Services Payroll

Employee		Badge ID		
Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Date:	Date:	Date:	Date:
Time in:	Time in:	Time in:	Time in:	Time in:
Time out:	Time out:	Time out:	Time out:	Time out:

Signature of Court Clerk	Date
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